

# **Appendix F**

## **Transportation Improvement Program**

### **Project Request Process**

The process for requesting projects to be included in the Transportation Improvement Program (TIP) is described briefly in this appendix.

The local representatives should first decide which projects from the thoroughfare plan they would like funded in the TIP. A TIP request for a few carefully selected projects is likely to be more effective than requesting all the projects proposed in the thoroughfare plan. These projects should be prioritized by the local representatives and summarized briefly, as shown on Appendix Page F-3.

After determining which projects are the highest priority for the area, a TIP project request should be sent to the Board of Transportation Member from the municipality's or county's respective district. The TIP project request should include a letter with a prioritized summary of requested projects, as well as a TIP candidate project request form and a project location map for each project. An example of each of these items is included in this appendix.